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Chrono

30 March 1958

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Report of Task Team 16

1. The Problem*

To study the feasibility and desirability of regrouping within OCR certain reference-type functions now the responsibility of other Offices; specifically to determine if:

(1) The Map Library, OCR, should be transferred to OCR.

(2) The Foreign Documents Division, [redacted] should be transferred to OCR. 25X1

(3) The Office of Training Library should be transferred to OCR.

(4) The Historical Intelligence Collection should be transferred to OCR.

(5) Such transfers are essential to preserve the "central reference" concept.

(6) Timing of transfer is an important element, assuming transfer.

2. Discussion

The Consultants' Report does not discuss its recommendation concerning the Foreign Documents Division and the Map Library in detail. We learned that the consultants did not visit and study in detail the activities of those organizations. Task Force 16, therefore, began its study by attempting to determine the objectives the consultants were trying to achieve through these recommendations. We concluded that the consultants felt that there should be a single reference point for

* In view of other decisions taken outside of the scope of Task Force 16, only items 1, 2, 5, and 6 were considered in our study.

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the service of customers and that there should be an integrated program for all reference elements of the Agency.

We examined various ways in which the objectives might be achieved, but came to feel that while the specific recommendations of the consultants might help to achieve them, they would create additional problems outweighing the gains. On balance we felt that the PDD and the Map Library should remain where they are, organizationally, for the reasons discussed below:

a. Definition of Reference Service

A reference service is understood to be an organization (office, division, etc.) which maintains files of materials expressly designed to be made available on call to analysts or other users.

b. PDI [redacted] 25X1

(1) The exploitation and translation services of PDD are not reference services.

(2) The Consolidated Translation Survey of PDD is a reference service.

(3) The CTS should remain an integral part of PDD since the PDD is by far its greatest user. The CTS is a necessary tool to PDD in the fulfilling of its coordinating responsibilities.

(4) Therefore, PDD should not be transferred to OCR.

c. Map Library, OCR

(1) The Map Library is basically a reference service.

(2) The Map Library, although basically a reference service, should remain an integral part of the Geographic Area of OCR because the major user of the Map Library services is the Geographic Area.

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the Geographic Area provides essential technical and other support to the Map Library, and because the Map Library operates as part of an integrated geographic activity under the direction of geographers.

d. General Reference Concept

(1) There should be an integrated program for the development of reference services throughout the Agency.

(2) There are components of the Agency with a reference capability which apparently were not considered by the consultants.

(3) It would be desirable to develop a complete inventory of reference facilities in the Agency and develop an integrated program for them under the leadership of [redacted].

(4) It is not essential, however, to have all organizations with a reference capability belong to the same administrative body for them to be part of an integrated program for reference services.

In addition to these views on the specific problems of the Task Force, we felt that our views on a number of related matters should be brought to your attention in the hope that they might help to suggest other ways in which the objectives of the consultants might be reached. These are summarized below:

a. If, as a result of the work of Task Team II, it is decided to establish a single reference point, such a reference facility could be staffed by highly trained research and reference personnel who would be fully witting of the organization of the Agency, the functions of all components, reference materials available, etc. Such personnel would not be designated reference librarians, but would have a much broader appreciation of the Agency-wide reference resources. On the other hand, if it is decided to staff a single reference point with representatives of all major reference components, the Map Library should be asked to

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establish an advance element at the reference point on a trial basis. The present physical separation of the Map Library from the probable location of the reference point may make its participation impractical, but this can be determined accurately only by trial. In any case, we feel that the plans for the location of the Map Library in the new building, adjacent to OCR reference facilities, will enable the Map Library to overcome this difficulty in the future.

b. The Office of Central Reference should develop an independent capability to give first-echelon linguistic assistance to analysts researching foreign language publications and documents. This could be accomplished in time by recruitment and training policies designed to equip OCR reference personnel with the knowledge of languages necessary to undertake this service as a normal part of their reference work.

c. The AD/CR should sponsor the development of an integrated program for the reference functions in the Agency on an evolutionary basis and provide means for the cross-fertilization of ideas and discussion of reference problems among the various components of the Agency having some reference function (not only FDD and Map Library but such others as the Estimates File of ORR, for example). He might consider as a means to this end, developing a subordinate body to CRAG as a working party to help him in this task. The members of the working party should be persons directly concerned with reference activities.

Conclusions

It is concluded that:

a. The Map Library should not be transferred to OCR.

b. The Foreign Documents Division should not be transferred to OCR.

c. Such transfers are not essential to preserve the "central reference" concept.

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4. Recommendation

It is recommended that FDD and the Map Library not be transferred to OCR.

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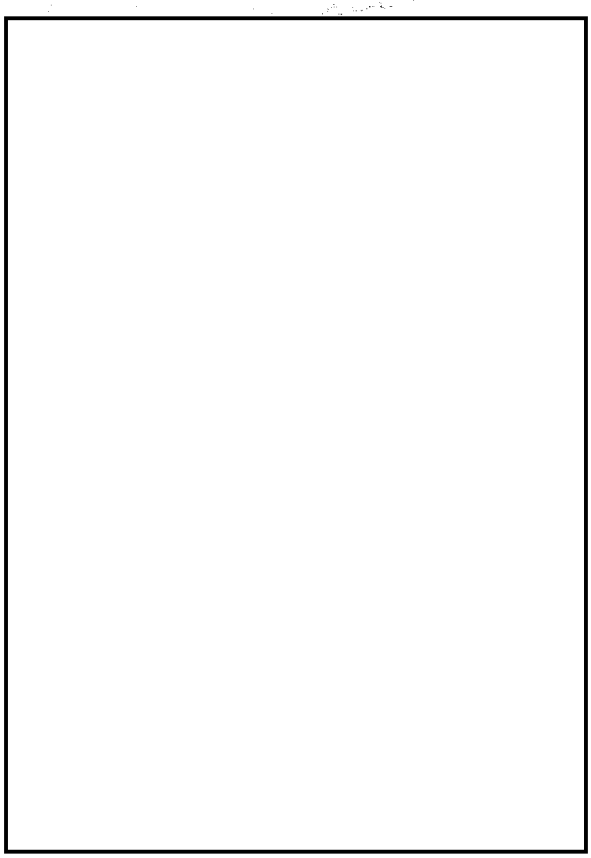

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